



MEMORANDUM FOR THE RECORD

SUBJECT: Travel – Detailed Procedures for Using Expiring Appropriations to Fund Travel

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Processing Temporary Duty (TDY) Travel in FedTraveler.com When the First Year Is Funded by an Expiring Appropriation

Travel which begins in one fiscal year and continues into the next fiscal year is commonly referred to as split-year travel. It is sometimes necessary to use an expiring appropriation to fund the first year's segment of a trip that crosses fiscal years, particularly when an appropriation is available for only one year, such as NASA's Cross-Agency Support (CAS) appropriation. This guidance addresses the use of expiring appropriations when funding split-year travel. It will use CAS as the example, since its one-year period of availability means that any travel that crosses fiscal years is partially funded by an expiring appropriation.

When using different appropriations to fund split-year travel, the expenses must be properly allocated between the appropriations available for new obligations during each of the two fiscal years. For example, a round-trip ticket obligates funds for the full amount at the time of purchase as long as the trip starts in the same fiscal year. However, if the return portion of the ticket cannot be used and a separate return ticket must be purchased, a new obligation is created with funds available at that time. This differs from POV travel, per diem, and lodging, which are funded by an appropriation current when the expenses are incurred.

There is only one change to the guidance in this document from the CATT white paper posted in FY 2010, which previously covered split-year travel. FedTraveler.com will now allow authorizations to be created in the current fiscal year for foreign travel which begins after the start of the following fiscal year. This will facilitate airline ticket reservations for foreign travel, which usually must be purchased farther in advance than domestic travel. The only amount that may be obligated in the current fiscal year will be the cost of the ticket and the associated transaction fee. All other amounts on the authorization will be zeroed out.

In addition to addressing the appropriate funding to use, this document will provide guidance on preparing and processing of Travel Authorizations and Vouchers that use an expiring appropriation to fund the first segment of split-year travel. The approach provided will ensure proper allocation of travel expenses that need to be split across the fiscal years by using separate travel authorizations to reflect travel that begins in one fiscal year and continues into the next fiscal year. It will also require the submission of separate travel vouchers upon completion. As mentioned, the CAS appropriation will be used in the examples.

Note: Expiring CAS Funds will not be rolled up at the Agency level as part of the fiscal year end closing process. Instead any unobligated funds remaining in expiring accounts will remain at the Centers until the end of the first quarter of the new fiscal year. This will leave a small amount of funding available at the Centers to facilitate the completion of adjustments to existing prior year obligations anticipated early in the new fiscal year.

Allocating Travel Expenses Properly

The following table reflects the appropriate allocation of split-year travel funding and expenses between appropriations for the various documents of a split-year TDY trip.

Appropriation Allocation of Split-Year Travel Funding and Expenses

Expense Type	Charging Practice	Business Rules
Per Diem <ul style="list-style-type: none">• Meals & Incidental Expenses (M&IE) / Lodging	<p>Allocated between fiscal years and charged to the year in which it occurs.</p> <ul style="list-style-type: none">• Expenses incurred through 9/30 in the year travel commences will be charged to the appropriation available in the first fiscal year of travel.• Expenses incurred after 9/30 will be charged to the appropriation available in the second fiscal year.	<p>For TDY periods crossing into the next fiscal year:</p> <ul style="list-style-type: none">• Original Authorization document must end on 9/30 in the year travel commences.• A second travel Authorization is created to continue the TDY period into the second fiscal year.
Miscellaneous Expense <ul style="list-style-type: none">• Vicinity mileage (lodging to/from TDY), POV mileage (residence to/from airport)• Parking, tolls, metro, phone, internet, furniture rental, cleaning service, ATM	<p>Allocated between fiscal years and charged to the year in which it occurs.</p> <ul style="list-style-type: none">• Expenses incurred through 9/30 in the year travel commences will be charged to the appropriation available in the first fiscal year of travel.• Expenses incurred after 9/30 will be charged to the appropriation available in the second fiscal year.	<p>For TDY periods crossing into the next fiscal year:</p> <ul style="list-style-type: none">• Original Authorization document must end on 9/30 in the year travel commences.• A second travel Authorization is created to continue the TDY period into the second fiscal year.

Expense Type	Charging Practice	Business Rules
Transportation <ul style="list-style-type: none"> AIR - Round Trip 	Air - Round trip tickets are funded in current year (departure occurs in current year). <ul style="list-style-type: none"> The date associated with the purchase of the airline ticket defines which fiscal year's appropriation to use, including changes to previously purchased tickets which result in the issuance of a "new" ticket. If the return portion of the ticket cannot be used and a separate return ticket must be purchased, a new obligation is created with funds available at that time. 	TDY Authorization dates are modified to reflect a 9/30 cut-off for first year's costs
Transportation <ul style="list-style-type: none"> POV 	Allocated between fiscal years and charged to the year in which they occur. <ul style="list-style-type: none"> Expenses incurred through 9/30 in the year travel commences will be charged to the appropriation available in the first fiscal year of travel. Expenses incurred after 9/30 will be charged to the appropriation available in the second fiscal year. 	TDY Authorization dates are modified to reflect a 9/30 cut-off for first year's costs
Rental Car at TDY Site	Funded in full in the fiscal year in which the rental car is authorized, usually the year in which travel commences.	Funded in full in the year travel begins if authorized in that year.

FedTraveler.com – Single Trip Authorization Crossing Fiscal Years

Travel obligations and expenses associated with split-year travel must be properly allocated between the appropriation available for new obligations in the year travel commences and the appropriation available for new obligations in the next fiscal year. The following steps are required when creating the associated travel documents:

1. Create the initial travel authorization in FedTraveler.com reflecting the dates associated with all allowable airfare, hotel, and rental car expense estimated for the entire duration of the trip:
 - a. Reservations will be included on the initial travel authorization for split-year travel
 - b. Roundtrip airfare will be reflected on the initial travel authorization

Detailed Example (In example, travel begins in FY 2010 and continued into FY 2011):

1. Single trip travel authorization reflecting travel from September 15, 2010 to October 7, 2010 citing CAS funding.
 - a. Enter Departure date of 09/15/2010
 - b. Enter Return date of 10/07/2010

The screenshot displays the FedTraveler.com Travel Authorization form in a web browser. The form is titled "Travel Authorization" and includes fields for TRAVELER NAME, DOCUMENT NUMBER, ORGANIZATION, PREPARER NAME, and ORGANIZATION. The TRAVELER NAME is NASA62IS60XXXXST50003393, and the ORGANIZATION is MARSHALL SPACE FLIGHT CENTER SITS. The PREPARER NAME is also MARSHALL SPACE FLIGHT CENTER SITS. The form includes sections for "What is the Purpose of your Trip?" (SITE VISIT), "Transportation Payment Method?" (CENTRALLY BILLED ACCOUNT), and "Long Term TDY Travel:" (unchecked). The "Travel Destinations" section is expanded, showing "Departure & 1st Destination" and "Return Home". The "Departure & 1st Destination" section shows "LEAVING FROM" HUNTSVILLE, AL USA HSV on 09/15/2010 6AM, "GOING TO" BIRMINGHAM, AL USA BHM, and "TRAVEL MODE" Contract Flight. The "Return Home" section shows "RETURNING FROM" BIRMINGHAM, AL USA BHM on 10/7/2010 6AM, "RETURNING TO" HUNTSVILLE, AL USA HSV, and "TRAVEL MODE" Contract Flight. The form includes "Save and Continue" and "Cancel" buttons. A "Page Help" sidebar is visible on the left, and a "FedTraveler.com" banner is at the top.

- Book reservations as required for the entire duration of the travel order

http://wxt1.getthere.net/sid-96930transIndex-0%3A0.0.0.0%3A0tsid-96930monAbbrIst%50%50-90dep - Windows Internet Explorer

FedTraveler.com
EDS, an HP company, solution

Travelers: Site: nasa_uat_w

Ext Booking and Reservation System

Trips

Help with this page

Your trip so far... [view details](#)

Select Flight for Wed, Sep 15, 2010
Huntsville/Decatur (HSV) to Birmingham (BHM)

[Modify search](#)

Your trip so far... [view details](#)

Select Flight for Wed, Sep 15, 2010
Huntsville/Decatur (HSV) to Birmingham (BHM)

[Modify search](#)

Legend: Government Contracted Airline Contracted Capacity Controlled Fare Contracted Fare Out of Policy

Search by Price [?](#) 30 flight options: 1-20 | 21-30

Departure	Arrival	Airline	Notes	Price (estimate)
Option 1				
6:00 AM - Wed, Sep 15 Huntsville/Decatur, AL (HSV)	8:26 AM - Wed, Sep 15 Charlotte, NC (CLT)	US Airways Operated by US AIRWAYS EXPRESS-PSA AIRLINES Flight 2207 - CRJ700 Class: Coach Class	Non-stop 334 miles N/A on-time View seats	Government/Unrestricted Coach Class Select
9:50 AM - Wed, Sep 15 Charlotte, NC (CLT)	10:24 AM - Wed, Sep 15 Birmingham, AL (BHM)	US Airways Operated by US AIRWAYS EXPRESS-MESA AIRLINES Flight 9629 - CRJ Class: Coach Class	Non-stop Total flight time 4:24 351 miles 90% on-time View seats	

Option 2

Finish Building Your Itinerary For Complete Price

https://uat.fedtraveler.com/fcb-DSKA10e-0 - Travel Authorization - Windows Internet Explorer

FedTraveler.com
EDS, an HP company, solution

Organizer User Profile Travel Research Planning Print Help Tutorial Support Logout

Return to Desktop

Travel Authorization

TRAVELER NAME DOCUMENT NUMBER ORGANIZATION

http://wxt1.getthere.net/sid-96930transIndex-0%3A0.0.0.0%3A0tsid-96930monAbbrIst%50%50-90dep - Windows Internet Explorer

FedTraveler.com
EDS, an HP company, solution

Travelers: Site: nasa_uat_w

Ext Booking and Reservation System

Trips

Help with this page

Your trip so far... Wed, Sep 15, 2010 [view details](#)

Select Flight for Thu, Oct 07, 2010
Birmingham (BHM) to Huntsville/Decatur (HSV)

[Modify search](#)

Your trip so far... Wed, Sep 15, 2010 [view details](#)

Select Flight for Thu, Oct 07, 2010
Birmingham (BHM) to Huntsville/Decatur (HSV)

[Modify search](#)

Legend: Government Contracted Airline Contracted Capacity Controlled Fare Contracted Fare Out of Policy

Search by Price [?](#) 30 flight options: 1-20 | 21-30

Departure	Arrival	Airline	Notes	Price (estimate)
Option 1				
6:10 AM - Thu, Oct 07 Birmingham, AL (BHM)	7:16 AM - Thu, Oct 07 Memphis, TN (MEM)	DELTA Operated by PINNACLE DBA DELTA CONNECTION Flight 4090 - Canadair Jet Class: Coach Class	Non-stop 211 miles 70% on-time View seats	Government/Unrestricted Coach Class Select
9:50 AM - Thu, Oct 07 Memphis, TN (MEM)	10:47 AM - Thu, Oct 07 Huntsville/Decatur, AL (HSV)	DELTA Operated by PINNACLE DBA DELTA CONNECTION Flight 2955 - Canadair Jet Class: Coach Class	Non-stop Total flight time 4:37 184 miles 80% on-time View seats	

Option 2

Finish Building Your Itinerary For Complete Price

2. Upon returning from the Online Booking Engine, modify the travel authorization by changing the end date of the trip to reflect an end date of the current fiscal year
 - Modified travel dates: September 15, 2010 to September 30, 2010

- Press the Save and continue icon after modifying the trip end date to save the changes.
- Select the Review button to add airfare totals; totals are initially zeroed out when the itinerary is modified (travel dates)
- Select the Complete the Authorization button to complete the document
- Select and allocate the appropriate accounting data
- Once completed, submit the document for approval

Note: The first authorization recorded for CAS funded split-year trips crossing into the next fiscal year will retain the itinerary reflecting the true travel dates of the travel order (those occurring in both fiscal years); ensuring roundtrip airfare costs are reflected in the current fiscal year.

All reservations (air, hotel, and rental car where applicable) are made and approved via the first authorization.

Travelers/Preparers will need to adjust the estimated costs to accommodate for the reduction in the per diem rate occurring on the last day of the fiscal year in which the travel is authorized.

AGENCY GUIDANCE: The travel authorization reflecting travel dates occurring in the next fiscal year are not effective and cannot be obligated until the associated appropriations are enacted

and are made available in SAP after fiscal year startup. Travelers/Preparers must add the following verbiage to the comments section of the initial travel authorization:

“Travel is scheduled thru Oct. XX, 2010. You are authorized to continue your travel beyond 9/30/2010 subject to the availability of FY 2011 funding. After funding becomes available, a separate travel authorization will be prepared for the FY 2011 portion of this trip to document the obligation of FY 2011 funding. If new funding does not become available to continue your travel after 9/30/10, you will be required to terminate your trip.”

Note: In this statement example, travel begins in FY 2010 and continues into FY 2011. Adjust the fiscal year dates according to the years in which travel occurs when inserting the verbiage in the authorization’s comments section.

3. Create the travel authorization in FedTraveler.com reflecting the portion of the trip occurring in the second fiscal year.
 - a. No reservations will be included unless travel plans are modified/extended when funds are available.

Detailed Example (In example, travel begins in FY 2010 and continues into FY 2011):

1. FY 2011 portion of a Single trip travel order reflecting travel from September 15, 2010 to October 7, 2010 citing CAS funding.
 - a. Enter Departure date of 10/01/2010
 - b. Enter Return date of 10/07/2010

The screenshot shows the FedTraveler.com interface for creating a travel authorization. The form is titled "Travel Authorization" and includes fields for Traveler Name, Document Number, Organization, Preparer Name, and Organization. It also has sections for "What is the Purpose of your Trip?", "User Comments", "Transportation Payment Method?", "Long Term TDY Travel?", and "Travel Destinations". The "Travel Destinations" section is expanded, showing a "Departure & 1st Destination" and a "Return Home" section. The "Departure & 1st Destination" section shows "LEAVING FROM HUNTSVILLE, AL USA HSV" on "10/01/2010 6AM" and "GOING TO BIRMINGHAM, AK USA BHM" on "Contract Flight". The "Return Home" section shows "LEAVING FROM BIRMINGHAM, AK USA BHM" on "10/07/2010 6AM" and "GOING TO HUNTSVILLE, AL USA HSV" on "Contract Flight". A message "Return Home has been saved." is displayed at the top of the "Travel Destinations" section.

- Reservations were created in the original trip.
- Click the Complete Travel with the authorization.
- Adjust estimated costs
- Select the appropriate accounting data
- Submit the Document

Note: Travelers/Preparers will need to adjust the estimated costs to accommodate for the reduction in the per diem rate occurring on the first day of the second year's travel authorization.

Process Recommendation: Users are encouraged to add comments to the second fiscal year's travel authorization to readily identify the previous year's travel authorization/obligation/costs, i.e., "See associated FY 2010 Split-Year Travel Authorization # ..." in the FY 2011 authorization for travel that started in FY 2010 but continued into FY 2011.

Foreign Travel That Begins After the Start of the Fiscal Year

As previously mentioned, FedTraveler.com will allow authorizations to be created in the current fiscal year for foreign travel which begins after the start of the following fiscal year. This will facilitate airline ticket reservations, which usually must be purchased farther in advance than domestic travel. The only amount that may be obligated in the current fiscal year will be the cost of the ticket and the associated transaction fee. All other amounts on the authorization will be zeroed out.

Following are screen prints for this process.

1. No Per Diem has been selected.

Travel Authorization

TRAVELER NAME LILLIAN J CAMPBELL **DOCUMENT NUMBER** NASA62AD010XXXST50003461 **ORGANIZATION** MARSHALL SPACE FLIGHT CENTER SIT5

PREPARER NAME NAHEED JAMIL **ORGANIZATION** MARSHALL SPACE FLIGHT CENTER SIT5

1 What is the Purpose of your Trip? MEETING **User Comments:** test **Modify**

2 Transportation Payment Method? CENTRALLY BILLED ACCOUNT

Long Term TDY Travel: ☐

3 Travel Destinations

Departure & 1st Destination

Leaving From

CITY	STATE	COUNTRY	DEPART DATE	TIME	AIRPORT
HUNTSVILLE	AL	USA	10/17/2011	6AM	HSV

TRAVEL MODE Contract Flight ☒

Going To

TDY LOCATION CITY	STATE	COUNTRY	ARRIVE DATE	AIRPORT
toronto	FC	CAN	10/17/2011	YYZ

PER DIEM No Per Diem ☒

Save and Continue **Cancel**

Travel Authorization Tasks

- 1a Trip Purpose ☒
- 1b Comments ☒
- 2 Payment Method ☒
- 3a Destination 1 ☐
- 3z Return Home/End Trip ☐
- 4a Enter Other Expenses ☐
- 4b Exclude Personal Days ☐
- 5a Book Reservations ☐
- 5b Complete Authorization ☐

2. In the Financial Summary there is only the Transaction Fee and Transportation cost.

https://uat.fedtraveler.com/cb-LEGAT - Financial Summary - Windows Internet Explorer

FedTraveler.com
An HP Solution

Organizer User Profile Travel Research Planning Print Help Tutorial Support Logout

Submit Document
Hold Document
Document Messages
Return

Financial Summary

Doc. Number: NASA62AD010XXST50003461
CAMPBELL (MARSHALL SPACE FLIGHT CENTER SIT5)

Enter your trip allocations, then if desired, choose an advance below:

Summary of Expense Categories

Transaction Fee \$21.27
Estimated Total \$61.27
Advance
Previous Advance(s) \$0.00
Total Advance \$0.00

Enter Your Trip Allocations ● \$ By Dollar ● % By Percent (Show All)

Accounting String	\$ Amount	% Percent	Edit
SELECT_A_VALID_ACCOUNT_CODE ~00000000 ~2121~FC000000	61.27	100.00	Edit
	0.00	0.00	Edit
	0.00	0.00	Edit
	0.00	0.00	Edit
	0.00	0.00	Edit
	0.00	0.00	Edit

Select the advance type from the list box, and then select the calculate button.

No Advance Calculate

Choose an Action:

Clear Allocations

Printable Job Aids
FAQs and Support
"How To"

Trusted sites 100%

3. When you go back and amend the Travel Authorization, you can select *Include Meals and Lodging*.

https://uat.fedtraveler.com/cb-D5KA1d0-1 - Travel Authorization - Windows Internet Explorer

Page Help

Use this page to create a Travel Authorization. You may create round trip, one way or multiple destination Travel Authorizations. You can select the Long Term TDY checkbox for travel over 30 days.

Step by step instructions:

1. Choose a Trip

Printable Job Aids

FAQs and Support

"How To"

Additional Web Accessibility Help? ☐

TRAVELER NAME	DOCUMENT NUMBER	ORGANIZATION
LILLIAN J CAMPBELL	NASA62AD010XXXST50003459-1	MARSHALL SPACE FLIGHT CENTER SIT5

PREPARER NAME	ORGANIZATION
NAHEED JAMIL	MARSHALL SPACE FLIGHT CENTER SIT5

Authorization Number: 400663941

1 What is the Purpose of your Trip? MEETING

User Comments: test

2 Transportation Payment Method? CENTRALLY BILLED ACCOUNT

Long Term TDY Travel: ☐

3 Travel Destinations

Departure & 1st Destination

Leaving From

CITY	STATE	COUNTRY	DEPART DATE	TIME	AIRPORT
HUNTSVILLE	AL	USA	10/13/2011	6AM	HSV

[Find City](#) [Find Country](#) [Find Airport](#)

TRAVEL MODE

Contract Flight ☒

Going To

CITY	STATE	COUNTRY	ARRIVE DATE	PORT
CALGARY	FC	CAN	10/13/2011	YVC

[Find City](#) [Find Country](#) [Find Airport](#)

☒ Include Meals & Lodging

Return Home

LEAVING FROM	GOING TO
CALGARY, FC CAN YVC	HUNTSVILLE, AL USA HSV

10/16/2011 6AM Contract Flight

Travel Authorization Tasks

- 1a Trip Purpose ☒
- 1b Comments ☒
- 2 Payment Method ☒
- 3a Destination 1 ☒
- 3z Return Home ☒
- 4a Enter Other Expenses ☐
- 4b Exclude Personal Days ☐
- 5a Book Reservations ☐
- 5b Complete Authorization ☐

4. Now in the Financial Summary of the amended Travel Authorization, you can see the charges for Lodging and Meals.

FastTraveler.com An HP Solution

Organizer User Profile Travel Research Planning Print Help Tutorial Support Logout

Financial Summary

Doc. Number: NASA62AD010003T5003459-1
Traveler: LILLIAN J. CAMPBELL (MARSHALL SPACE FLIGHT CENTER SITS)

Enter your trip allocations, then if desired

Summary of Expense Categories

Lodging	\$28.00	(%)
Meals	\$308.25	(%)
Transaction Fee	\$21.27	(%)
Transportation	\$40.00	(%)
Estimated Total \$1,128.52		
Advance		
Previous Advance(s)	\$0.00	
Total Advance	\$0.00	

Enter Your Trip Allocations ☒ \$ By Dollar ☐ % By Percent

Accounting String	\$ Amount	% Percent	Edit
+	1128.52	100.00	Edit
+	0.00	0.00	Edit
+	0.00	0.00	Edit
+	0.00	0.00	Edit
+	0.00	0.00	Edit
+	0.00	0.00	Edit

Select the advance type from the list box, and then select the calculate button.

No Advance

Choose an Action:

Processing Split-Year Extended TDY (ETDY) Documents in FedTraveler.com

New and existing ETDY travel authorizations beginning in one fiscal year and continuing into the next fiscal year, and which are funded by an expiring appropriation in the first fiscal year, must be split funded and the expenses properly allocated between the two appropriations. This requires that the original Travel Authorization be amended to reduce amounts by the estimated travel expenses that will occur in the second fiscal year.

The term “Parent Travel Authorization” refers to the travel authorization created for ETDY reflecting the start and end dates of the extended travel order. The approved travel authorization results in the recording of the SAP funds commitment document, reflecting the associated obligation for the lifecycle of the extended travel order. The following steps are required when creating ETDY travel documents:

1. Create the initial Parent travel authorization in FedTraveler.com reflecting the dates associated with all allowable airfare, hotel and rental car expenses estimated for the entire duration of the trip:
 - a. Reservations will be included on the initial travel authorization for split-year travel
 - b. Roundtrip airfare (where applicable) will be reflected on the initial travel authorization
 - c. Include all estimated cost of trips home
2. Book reservations as required for the entire duration of the travel order
3. Upon returning from the Online Booking Engine, modify the travel authorization by changing the end date of the trip to reflect an end date of the first year of travel (September 30).
4. Create a second Parent Travel Authorization in FedTraveler.com to include all allowable ETDY expenses occurring in the second year of travel (October 1 through XX). The traveler/preparer must select from two possible scenarios when creating the second half of the Parent document:
 - a. Second half of the travel order reflects a travel duration of more than 30 days (must be identified as Extended travel, LTTDY Indicator)
 - b. Second half of the travel order reflects a travel duration equal to or less than 30 days (cannot be created as an ETDY document)

Allocating ETDY Travel Expenses Properly

The following table reflects the appropriate allocation of split-year travel funding and expenses between appropriations for the various documents of a split-year ETDY trip.

Appropriation Allocation of Split-Year ETDY Travel Funding and Expenses

Expense Type	Charging Practice	Business Rules
Per Diem <ul style="list-style-type: none">• Meals & Incidental Expenses (M&IE) / Lodging	Allocated between fiscal years and charged to the year in which it occurs. <ul style="list-style-type: none">• Expenses incurred through 9/30 in the year travel commences will be charged to the appropriation available in the first fiscal year of travel.• Expenses incurred after 9/30 will be charged to the appropriation available in the second fiscal year.	For ETDY periods crossing into the next fiscal year: <ul style="list-style-type: none">• The first Parent document must end on 9/30 of the first fiscal year.• A second Parent document is created to continue the ETDY period into the second fiscal year.
Miscellaneous Expenses <ul style="list-style-type: none">• Vicinity mileage-(lodging to/from TDY), POV mileage• Parking,• Tolls,• Metro,• Phone,• Internet,• Furniture rental,• Cleaning service,• ATM	Allocated between fiscal years and charged to the year in which it occurs. <ul style="list-style-type: none">• Expenses incurred through 9/30 in the year travel commences will be charged to the appropriation available in the first fiscal year of travel.• Expenses incurred after 9/30 will be charged to the appropriation available in the second fiscal year.	For ETDY periods crossing into the next fiscal year: <ul style="list-style-type: none">• The first Parent document must end on 9/30 of the first fiscal year.• A second Parent document is created to continue the ETDY period into the second fiscal year.

<p>Transportation</p> <ul style="list-style-type: none"> • AIR - Round Trip ETDY • AIR - Trips home during ETDY 	<p>Air - Round trip tickets are funded in current year (departure occurs in current year).</p> <ul style="list-style-type: none"> • The date associated with the purchase of the airline ticket defines which fiscal year's appropriation to use, including changes to previously purchased tickets which result in the issuance of a "new" ticket. • If the return portion of the ticket cannot be used and a separate return ticket must be purchased, a new obligation is created with funds available at that time. 	<ul style="list-style-type: none"> • Trip segments departing on or prior to 9/30 of the year in which travel commences are charged to an appropriation available in the first fiscal year. (Parent document #1) • Trip segments departing 10/01 or after in the next fiscal year are charged to an appropriation available in the second fiscal year. (Parent document #2)
<p>Transportation</p> <ul style="list-style-type: none"> • AIR - One-way trips to/from ETDY Station at beginning and end of ETDY 	<p>Air - One way tickets are funded with the appropriation available at the time the one-way trip takes place.</p>	<ul style="list-style-type: none"> • Trip segments departing on or prior to 9/30 in the first year are charged to an appropriation available in the first fiscal year (Parent document #1) • Trip segments departing 10/01 or after in the next fiscal year are charged to an appropriation available in the second fiscal year. (Parent document #2)
<p>Transportation</p> <ul style="list-style-type: none"> • POV <ul style="list-style-type: none"> ○ To and from TDY Station, ○ Home during ETDY 	<p>Allocated between fiscal years and charged to the year in which it occurs.</p> <ul style="list-style-type: none"> • Expenses through 9/30 in the year travel commences are charged to the appropriation available in the first year. • Expenses incurred after 9/30 will be charged to the appropriation available in the second fiscal year. 	<ul style="list-style-type: none"> • POV expenses incurred prior to 9/30 are charged to the first fiscal year. (Parent document #1) • POV expenses incurred after 9/30 are charged to the second fiscal year. (Parent document #2)
<p>Rental Car at TDY Site</p>	<p>Funded in full in the fiscal year in which the rental car is authorized, usually the year in which travel commences.</p>	<p>Funded in full in the year travel begins if authorized in that year.</p>

Note: ETDY trips cannot begin in September if using an expiring appropriation due to system limitations of processing the ETDY authorization.

See “Manual Processes Supporting the Monitoring of ETDY” below for information regarding additional processes used to assist in managing funds availability as it relates to ETDY processing.

FedTraveler.com – Extended Travel Authorization Document (Parent)

The following steps are required when creating ETDY travel documents:

1. Create the initial Parent travel authorization in FedTraveler.com reflecting the dates associated with all allowable airfare, hotel and rental car expenses estimated for the entire duration of the trip:
 - a. Reservations will be included on the initial travel authorization for split-year travel
 - b. Roundtrip airfare (where applicable) will be reflected on the initial travel authorization
 - c. Include all estimated cost of trips home

Note: ETDY trips that cross fiscal years and are funded in the first fiscal year by an expiring appropriation will require two FedTraveler.com travel authorizations to reflect the entire travel order.

Detailed Example (In example, travel begins in FY 2010 and continues into FY 2011):

1. ETDY travel authorization reflecting travel from August 1, 2010 to January 31, 2011 citing CAS funding.
 - a. Enter Departure date of 08/01/2010
 - b. Enter Return date of 01/31/2011

The screenshot shows the FedTraveler.com Travel Authorization form. The form is titled "Travel Authorization" and includes a navigation bar with links like "Organizer", "User Profile", "Travel Research", "Planning", "Print", "Help", "Tutorial", "Support", and "Logout". The form fields are as follows:

- TRAVELER NAME:** [Redacted]
- DOCUMENT NUMBER:** NASA62ADD10XXXST50003414
- ORGANIZATION:** MARSHALL SPACE FLIGHT CENTER SITS
- PREPARER NAME:** [Redacted]
- ORGANIZATION:** MARSHALL SPACE FLIGHT CENTER SITS
- 1 What is the Purpose of your Trip?** SITE VISIT
- User Comments:** cross fy
- 2 Transportation Payment Method?** CENTRALLY BILLED ACCOUNT
- Long Term TDY Travel:** ☒
- 3 Travel Destinations:** ☒ Return Home has been selected
- Departure & 1st Destination:**
 - LEAVING FROM:** HUNTSVILLE, AL USA HSV
 - GOING TO:** BIRMINGHAM, AL USA BHM
 - DATE:** 08/01/2010 6AM
 - FLIGHT TYPE:** Contract Flight
- Return Home:**
 - LEAVING FROM:** BIRMINGHAM, AL USA BHM
 - GOING TO:** HUNTSVILLE, AL USA HSV
 - DATE:** 01/31/2011 6AM
 - FLIGHT TYPE:** Contract Flight
- 4 Do you need to:**
 - ☐ Enter Other expenses
 - ☐ Enter your estimated miscellaneous travel expenses (i.e., taxi, mileage, hotel taxes, phone, parking, etc.).
 - ☐ 5a Pick Reservations
 - ☐ 5b Complete Authorization

2. Book reservations as required for the entire duration of the travel order

http://wx1.getthere.net/?sid=93908&transIndex=0%3A0.0.0.0%3A0&sid=93908&monAbb=1&is%5B0%5D=89&dep - Windows Internet Explorer

FedTraveler.com
EDS, an HP company, solution

Traveler: Site: nasa_ua_t_w Exit Booking and Reservation System

Trips
Help with this page

Your trip so far... Sun, Aug 01, 2010
Huntsville/Decatur (HSV) to Birmingham (BHM)
Modify search

Company Announcements
This page displays the flight or rail options for the requested travel locations. If non-contract fares are available for the displayed flights, a Select button with no price will be displayed. You will be presented with the non-contract fare once all flight segments have been selected.

PLEASE NOTE: If the origination or destination points are located in a city with multiple commercial airports, alternate airports will be displayed in the listing. Be sure to verify the airport before selecting the desired fare button.

For guaranteed contracted fares on AirTran Airways please select the _CA fares only!

Legend: Government Contracted Airline Contracted Capacity Controlled Fare Contracted Fare Out of Policy

Search by Price 30 flight options: 1-20 | 21-30

Departure	Arrival	Airline	Notes	Price (estimate)
Option 1				
8:00 AM - Sun, Aug 01 Huntsville/Decatur, AL (HSV)	8:27 AM - Sun, Aug 01 Charlotte, NC (CA)	US Airways Operated by US Airways EXPRESS-AR WOODCHUCK Flight: 3826 - Canadair Jet Class: Coach Class	Non-stop 334 miles N/A on-time View seats	Government/Unrestricted Coach Class Select
9:50 AM - Sun, Aug 01 Charlotte, NC (CA)	10:24 AM - Sun, Aug 01 Birmingham, AL (BHM)	US Airways Operated by US Airways EXPRESS-MESA AIRLINES Flight: 2829 - CRJ Class: Coach Class	Non-stop Total flight time 4:24 35 miles 88% on-time View seats	
Option 2				
8:10 AM - Sun, Aug 01 Huntsville/Decatur, AL (HSV)	7:10 AM - Sun, Aug 01 Memphis, TN (MEM)	DELTA Operated by ASA DBA DELTA CONNECTION Flight: 5147 - Canadair Jet Class: Coach Class	Non-stop 184 miles N/A on-time View seats	Government/Unrestricted Coach Class Select
9:50 AM - Sun, Aug 01 Memphis, TN (MEM)	10:52 AM - Sun, Aug 01 Birmingham, AL (BHM)	DELTA Operated by PRINACLE DBA DELTA CONNECTION Flight: 2886 - Canadair Jet	Non-stop Total flight time 4:42 21 miles View seats	

Done Internet 100%

http://wx1.getthere.net/?sid=93908&transIndex=0%3A0.0.0.0%3A0&need_hotel=yes&sid=93908&policySys - Windows Internet Explorer

FedTraveler.com
EDS, an HP company, solution

Traveler: Site: nasa_ua_t_w Exit Booking and Reservation System

Trips
Help with this page

Your trip so far... Sun, Aug 01, 2010
Select Flight for Mon, Jan 31, 2011
Birmingham (BHM) to Huntsville/Decatur (HSV)
Modify search

Company Announcements
This page displays the flight or rail options for the requested travel locations. If non-contract fares are available for the displayed flights, a Select button with no price will be displayed. You will be presented with the non-contract fare once all flight segments have been selected.

PLEASE NOTE: If the origination or destination points are located in a city with multiple commercial airports, alternate airports will be displayed in the listing. Be sure to verify the airport before selecting the desired fare button.

For guaranteed contracted fares on AirTran Airways please select the _CA fares only!

Legend: Government Contracted Airline Contracted Capacity Controlled Fare Contracted Fare Out of Policy

Search by Price 30 flight options: 1-20 | 21-30

Departure	Arrival	Airline	Notes	Price (estimate)
Option 1				
6:10 AM - Mon, Jan 31 Birmingham, AL (BHM)	7:16 AM - Mon, Jan 31 Memphis, TN (MEM)	DELTA Operated by PRINACLE DBA DELTA CONNECTION Flight: 4090 - Canadair Jet Class: Coach Class	Non-stop 211 miles 70% on-time View seats	Government/Unrestricted Coach Class Select
9:50 AM - Mon, Jan 31 Memphis, TN (MEM)	10:47 AM - Mon, Jan 31 Huntsville/Decatur, AL (HSV)	DELTA Operated by PRINACLE DBA DELTA CONNECTION Flight: 3955 - Canadair Jet Class: Coach Class	Non-stop Total flight time 4:37 184 miles 80% on-time View seats	
Option 2				
6:10 AM - Mon, Jan 31 Birmingham, AL (BHM)	7:16 AM - Mon, Jan 31 Memphis, TN (MEM)	MIDWEST AIRLINES Operated by PRINACLE DBA DELTA CONNECTION Flight: 6440 - Canadair Jet Class: Coach Class	Non-stop N/A on-time View seats	Government/Unrestricted Coach Class Select
9:50 AM - Mon, Jan 31 Memphis, TN (MEM)	10:47 AM - Mon, Jan 31 Huntsville/Decatur, AL (HSV)	MIDWEST AIRLINES Operated by PRINACLE DBA DELTA CONNECTION	Non-stop Total flight time 4:37 184 miles	

Internet 100%

- Upon returning from the Online Booking Engine, modify the travel authorization by changing the end date of the trip to reflect an end date of the first fiscal year (September 30, 2010)

The screenshot shows the FedTraveler.com Travel Authorization form. The form is titled "Travel Authorization" and includes fields for Traveler Name, Organization, Preparer Name, and Organization. It also has sections for trip purpose, transportation payment method, and travel destinations. A "Return Home" section is highlighted, showing the "Returning From" and "Returning To" details. The "Returning From" section shows BIRMINGHAM, AL, USA, with a departure date of 09/30/2010. The "Returning To" section shows HUNTSVILLE, AL, USA, with an arrival date of 09/30/2010. A "Save and Continue" button is visible at the bottom of the "Return Home" section.

- Press the Save and continue icon after modifying the trip end date to save the changes.
- Select the Review button to add airfare totals; totals are initially zeroed out when the itinerary is modified (travel dates)
- Select the Complete the Authorization button to complete the document
- Select and allocate the appropriate accounting data
- Once completed, submit the document for approval

Note: The first Parent authorization recorded for CAS funded ETDY trips crossing into the next fiscal year will retain the itinerary reflecting the true travel dates of the travel order (those occurring in both fiscal years); ensuring roundtrip airfare costs are reflected in the current fiscal year.

All reservations (air, hotel and rental car where applicable) are made and approved via the first Parent authorization.

AGENCY GUIDANCE: The travel authorization reflecting travel dates occurring in the next fiscal year cannot be created until the associated appropriations are made available in SAP after fiscal year startup. Travelers/Preparers will be provided official verbiage to include in the comments

section of the initial travel authorization stating the portion of travel occurring in the following fiscal year is subject to funds availability.

4. Create the portion of the Parent Travel Authorization in FedTraveler.com to include all allowable ETDY expenses occurring in FY 2011 (October 1, 2010 – September 30, 2011). The traveler/Preparer must select from two possible scenarios when creating the second half of the Parent document:
 - a. Second half of the travel order reflects a travel duration of more than 30 days (must be identified as Extended travel, LTTDY Indicator)
 - b. Second half of the travel order reflects a travel duration equal to or less than 30 days (cannot be created as an ETDY document)

Detailed Example (In this example, FY 2011 travel is greater than 30 days duration):

1. ETDY travel authorization reflecting the portion of travel occurring October 1, 2010 to January 31, 2011 citing CAS funding.
 - a. Enter Departure date of 10/01/2010
 - b. Enter Return date of 01/31/2011

- Long Term TDY Travel Indicator is flagged.
- Air, hotel and rental car reservations made on the initial Parent Authorization, therefore no reservations are required when creating the second ETDY authorization.
- Complete the Travel Authorization.
- Select the appropriate accounting data.

- Submit the document for approval

Detailed Example (In this example, FY 2011 travel is equal to or less than 30 days duration):

1. Travel authorization reflecting the remaining portion of extended travel occurring October 1, 2010 to October 15, 2010 citing CAS funding. In addition, this example reflects a Nested trip occurring October 1, 2010 to October 5, 2010.
 - a. Enter Departure date of 10/06/2010 (accommodating for the Nested travel occurring October 1, 2010 to October 5, 2010)
 - b. Enter Return date of 10/15/2010

- Long Term TDY Travel Indicator is not flagged.
- Air, hotel and rental car reservations made on the initial Parent Authorization, therefore no reservations are required when creating the second ETDY authorization.
- Complete the Travel Authorization.
- Adjust estimated costs
- Select the appropriate accounting data.
- Submit the document for approval

Process Recommendation: Users are encouraged to add comments to the second fiscal year's travel authorization to readily identify the previous year's travel authorization/obligation/costs, i.e., "See associated FY 2010 Split-Year Travel Authorization # ..." in the FY 2011 authorization for travel that started in FY 2010 but continued into FY 2011.

FedTraveler.com – Nested Travel Authorizations

Nested authorizations reflect trips commencing from the ETDY location to a secondary location. Nested trips crossing the fiscal year will require two authorizations and accompanying expense reports. Any planned Nested trips for travel during SAP fiscal year-end downtime must be processed through final approval and obligated prior to SAP going down for fiscal year-end closing.

1. Create a Nested Travel Authorization document in FedTraveler.com to include allowable expenses as follows:
 - a. One-way airfare due to date restrictions (associated Parent authorization);
FedTraveler.com system limitations prevent the creation of Nested trips with dates that extend beyond the parent travel authorization, therefore round trip reservations cannot be used.
 - b. Hotel accommodations and rental car reservations reflect FY 2010 dates only

Note: Nested trips crossing fiscal years, where the first portion of the trip is funded by an expiring appropriation, will require two FedTraveler.com travel authorizations to reflect the entire travel order.

Detailed Example (In example, travel dates are in FY 2010):

1. FY 2010 segment of Nested TDY travel order reflecting travel from September 27, 2010 to October 5, 2010 citing CAS funding.
 - a. Enter Departure date of 09/27/2010
 - b. Enter Return date of 09/30/2010

The screenshot displays the FedTraveler.com Nested Authorization form. The form is titled "Nested Authorization" and shows a "TRAVELER NAME" of NASA62ADD10XXXST50003415, "ORGANIZATION" of MARSHALL SPACE FLIGHT CENTER SITS, and "PREPARED BY" of MARSHALL SPACE FLIGHT CENTER SITS. The "What is the Purpose of your Trip?" field is set to "MEETING" and "User Comments" is "secondary". The "Transportation Payment Method?" is "CENTRALLY BILLED ACCOUNT". The "Travel Destinations" section shows a "Departure & 1st Destination" with "LEAVING FROM BIRMINGHAM, AL USA HSV" on "09/27/2010 6AM" and "GOING TO MONTGOMERY, AL USA MGH" on "09/27/2010 6AM" via "Contract Flight". The "TRIPS ENDS" are "MONTGOMERY, AL USA" on "09/30/2010". The form includes buttons for "Modify", "End Trip", "Book Reservations", "Review Travel Details", "Complete Authorization", and "Return to Desktop". A sidebar on the left contains "Page Help", "Step by step instructions", "Printable Job Aids", "FAQs and Support", and "How To?". The bottom of the form has a footer with "FedTraveler.com: moving people not paper" and a "Trusted sites" icon.

- Book reservations as required for the entire duration of the travel order
 - a. Reservation should reflect one-way airfare (departure)
 - b. Hotel and rental car reservations covers the identified travel dates
- Return to the Authorization screen
- Press the Save and continue icon after modifying the trip end date to save the changes.
- Select the Complete the Authorization button to complete the document
- Select and allocate the appropriate accounting data
- Once completed, submit the document for approval

AGENCY GUIDANCE: The travel authorization reflecting travel dates occurring in the next fiscal year cannot be created until the associated appropriations are made available in SAP after Fiscal Year startup. Travelers/preparers will be provided official verbiage to include in the comments section of the initial travel authorization stating the portion of travel occurring in the following fiscal year is subject to funds availability.

2. Create FY 2011 Nested Travel Authorization document in FedTraveler.com to include all allowable FY 2011 expenses upon funding and systems availability after Fiscal Year startup:
 - a. Includes one-way return airfare); FedTraveler.com system limitations prevent the creation of Nested trips with dates that extend beyond the parent travel authorization, therefore round trip reservations cannot be used.
 - b. Hotel accommodations and rental car reservations for FY 2011 dates only

Process Recommendation: Users are encouraged to add comments to the second fiscal year's travel authorization to readily identify the previous year's travel authorization/obligation/costs, i.e., "See associated FY 2010 Split-Year Travel Authorization # ..." in the FY 2011 authorization for travel that started in FY 2010 but continued into FY 2011.

Detailed Example (In example, travel dates are in FY 2010):

1. FY 2011 segment of Nested TDY travel order reflecting travel from September 27, 2010 to October 5, 2010 citing CAS funding.
 - a. Enter Departure date of 10/01/2010
 - b. Click End one-way trip
 - c. Enter Return date of 10/05/2010

FedTraveler.com
EDS, an HP company, solution

Organizer User Profile Travel Research Planning Print Help Tutorial Support Logout

Nested Authorization

TRAVELER NAME: [NASA62ADD10XXXST50003417] ORGANIZATION: MARSHALL SPACE FLIGHT CENTER STIS

PREPARER NAME: [MARSHALL SPACE FLIGHT CENTER STIS]

1. What is the Purpose of your Trip? EMERGENCY TRAVEL
User Comments: text [Modify]

2. Transportation Payment Method? CENTRALLY BILLED ACCOUNT

Leave-To-Home Travel: ☐

3. Travel Destinations

Departure & 1st Destination

LEAVING FROM: MONTGOMERY, AL USA | MGH 10/01/2010 6AM
GOING TO: BIRMINGHAM, AL USA | BHM Contract Flight [Modify]

End Trip

Trip Ends in: BIRMINGHAM, AL
[Find City] [Save and Continue] [Cancel]

3. Travel Destinations

Departure & 1st Destination

LEAVING FROM: MONTGOMERY, AL USA | MGH 10/01/2010 6AM
GOING TO: BIRMINGHAM, AL USA | BHM Contract Flight [Modify]

End Trip

Trip Ends in:

CITY	STATE	COUNTRY	END DATE
BIRMINGHAM	AL	USA	10/5/2010

[Find City] [Find Country] [Save and Continue] [Cancel]

FedTraveler.com. moving people not paper

- d. Book reservations as required for the entire duration of the travel order
 - e. Reservation should reflect one-way airfare (return)); FedTraveler.com system limitations prevent the creation of Nested trips with dates that extend beyond the parent travel authorization, therefore round trip reservations cannot be used.
 - f. Hotel and rental car reservations covers the identified travel dates
- Click the Complete Travel with the authorization.
 - Adjust estimated costs
 - Select the appropriate accounting data
 - Submit the Document

Note: Travelers/prepares will need to adjust the estimated costs to accommodate for the reduction in the per diem rate occurring on the first day of the FY 2011 travel authorization.

Interim Expense Report is created to reimburse the traveler for expenses incurred during an interim period of the ETDY and is typically created in one month increments.

1. Consumes the funds from the "Parent" document
2. Using the Parent document model, an Interim Expense Report is submitted for ETDY expenses incurred through September 30, 2010 citing FY 2010 funding.
3. Interim Expense Reports will now include reimbursements for Trips Home

Note: An Interim Expense Report cannot be submitted if there is an incomplete Nested trip within the same time period.

Allocating Nested Travel Expenses Properly

The following table reflects the appropriate allocation of split-year travel funding and expenses between appropriations for the various documents of a nested travel within ETDY.

Appropriation Allocation of Nested Travel within ETDY

Expense Type	Charging Practice	Business Rules
Per Diem <ul style="list-style-type: none">• Meals & Incidental Expenses (M&IE) / Lodging	<p>Allocated between fiscal years and charged to the year in which it occurs.</p> <ul style="list-style-type: none">• Expenses incurred through 9/30 in the year travel commences will be charged to the appropriation available in the first fiscal year of travel.• Expenses incurred after 9/30 will be charged to the appropriation available in the second fiscal year.	<p>For ETDY periods crossing fiscal years:</p> <ul style="list-style-type: none">• An Interim Expense Report must be submitted ending on 9/30 of the first fiscal year of travel.• A second Interim Expense Report is created to continue the ETDY period into the second fiscal year.
Miscellaneous Expenses <ul style="list-style-type: none">• Vicinity mileage (lodging to/from TDY),• Vicinity parking, tolls, metro• Phone, internet, ATM, monthly charges for rentals/services	<p>Allocated between fiscal years and charged to the year in which it occurs.</p> <ul style="list-style-type: none">• Expenses incurred through 9/30 in the year travel commences will be charged to the appropriation available in the first fiscal year of travel.• Expenses incurred after 9/30 will be charged to the appropriation available in the second fiscal year.	<p>For ETDY periods crossing fiscal years:</p> <ul style="list-style-type: none">• An Interim Expense Report must be submitted ending on 9/30 of the first fiscal year of travel.• A second Interim Expense Report is created to continue the ETDY period into the second fiscal year.

<p>Transportation</p> <ul style="list-style-type: none"> • One-way trips to/from ETDY Station at <u>beginning or end</u> of ETDY <ul style="list-style-type: none"> ○ AIR ○ POV 	<ul style="list-style-type: none"> • Funded in year travel segment begins. <ul style="list-style-type: none"> ○ Trips at beginning of ETDY (initial departure) are charged to the first fiscal year. (Parent document #1) ○ Trips prior to final return from ETDY are charged to the second fiscal year. (Parent document #2) • POV mileage is charged to year in which it occurs. <ul style="list-style-type: none"> ○ Expenses incurred on or prior to 9/30 are charged to the first fiscal year. (Parent document #1) ○ Expenses incurred on or after 10/1 are charged to the second fiscal year. (Parent document #2) 	<p>For ETDY periods crossing fiscal years:</p> <ul style="list-style-type: none"> • An Interim Expense Report must be submitted ending on 9/30 of the first fiscal year of travel. • A second Interim Expense Report is created to continue the ETDY period into the second fiscal year.
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Emergency Travel Occurring at Year End

Emergency travel citing an expiring appropriation identified after the recording of the annual Travel Accrual will require OCFO approval. The integration between FedTraveler.com and SAP will be unavailable immediately following the recording of the accrual, until fiscal year start-up activities have been completed. As a result, this travel beginning after the performance of the first year's accrual (for example FY 2010) extending into the second year (for example FY 2011) must be approved by OCFO prior to creating the associated travel reservations. The following process will be used to obtain OCFO approval and record the associated obligation:

1. SR created requesting BPS Approval for Yearend Emergency travel citing the expiring appropriation
2. Upon OCFO approval, the Year-End travel process should be used to provide verbal approval for the associated travel authorization (travel dates occurring in the first fiscal year only)
3. SR should be updated with the document number of the associated FedTraveler.com travel document
4. Funds commitment document reflecting the expiring appropriation's obligation should be manually created in SAP

5. SR should be updated with the financial information recorded in SAP (funds commitment document number)
6. Upon the completion of fiscal year start up activities, the second fiscal year's portion of the trip should be recorded using standard travel processes

FedTraveler.com to SAP Interface Enhancements

NASA's travel system (FedTraveler.com) does not possess functionality allowing travel expenses to be allocated by date. As a result, system edits will be implemented as part of the inbound interface to SAP to restrict the processing of travel documents reflecting an expiring appropriation. Documents citing an expiring appropriation that include travel dates beyond the end of the current fiscal year will be rejected by the FedTraveler.com to SAP interface. However, the system edit will not prevent cost adjustments to current year documents as long as the associated travel dates are within the current fiscal year.

Central Billed Account (CBA) Impacts

CBA activity is limited to airfare and transaction fees; as a result, costs incurred for both expense categories are recorded against the appropriate travel documents per the year end guidance provided above. Additional costs incurred as the result of amendment actions will be recorded as adjustments to the original obligation.

There are no expected impacts to existing CBA processes.

Reservations and Ticketing during Year End and Fiscal Year Start-Up

The Agency's year-end travel processing procedures will become even more vital to ensure mission-critical travel is not hindered during the required year end shut-down. Verbal approvals to tickets will serve as the mechanism to both authorize travel and ensure tickets are issued. See the process guidance provided below.

Travel Authorizations processed via FedTraveler.com cannot be approved by the Travel Office during year end processing. The authorization document will not receive the final "approved" status in FedTraveler.com. Therefore, the center travel office will need to manually provide the approval for travelers that are traveling during this time. During year end processing, an authorized Center Approving official will be required to email a list of documents that have been approved on a daily basis to the CI Travel mailbox YearEndDoc@cittravel.com and copy (cc) tina.walker@nasa.gov, kevin.a.hunt@nasa.gov, and Russell.Cake@hp.com for travel during these dates. Once ticketing has occurred, CI Travel will respond to the email indicating that the ticket has been issued.

The email should include:

- The subject line of *Center's (insert Center name) Approved Documents*.

- Name of the traveler and record locator if possible
- **Travel Authorization Number**
- Date of Travel

Ticketing Process

The ticket will be issued per the agency business rules or required fare rules. Once ticketed, the traveler will receive an invoice itinerary indicating that the ticket has been issued. The traveler and/or the travel preparer should also be able to view the ticketing status on the Itinerary page.

If CI Travel needs to issue a ticket for a traveler they do not have approval for, they should contact one of the Center's approving officials. EDS has provided CI Travel with a list of approving officials at each Center.

Reservations Approved within 24 Hours of the Travel Date (Emergency Travel)

If travel is for same day or within 24 hours, the Travel Office should call CI Travel directly with the Approval.

Any other requests for ticketing that do not follow the normal agency business rules (5 days prior to departure) should be sent to the CI Travel mailbox YearEndDoc@citravel.com and copy (cc) tina.walker@nasa.gov, kevin.a.hunt@nasa.gov, and Russell.Cake@hp.com for travel during these dates. Once ticketing has occurred, CI Travel will respond to the email indicating that the ticket has been issued.

Manual Processes Supporting the Monitoring of ETDY

FedTraveler.com - Travel Authorization Document (Parent)

1. Creating the parent travel authorization (TA) in FedTraveler.com should include all allowable ETDY expenses. This includes:
 - a. Estimated monthly expenses
 - b. Estimated cost of trips to home
2. The approved TA in FedTraveler.com creates the SAP funds commitment document (FC), which contains the commitments & obligations for the lifecycle of the ETDY (ETDY) detail.

Note: ETDY trips crossing a fiscal year and funded with an expiring appropriation will require two FedTraveler.com parent travel authorizations and two SAP funds commitment documents will be created

3. The SAP FC document "should" reflect funds consumed for expenses included in the parent's TA. However:
 - a. Monthly interim expense reports DO consume funds from the FC document

- b. Nested trips DO NOT consume funds from the FC document

FedTraveler.com - Interim Expense Report Document

1. FedTraveler's monthly interim expense reports do consume funds from the parent's SAP FC document

FedTraveler.com - Nested Documents

1. The Nested authorization and expense report create a "new" SAP FC in addition to the original parent FC document. Therefore, these documents do not consume funds from the parent's FC document
 - a. Nested "trips to home" are part of the ETDY detail and require a **SAP Manual Adjustment Process** to perform a drawdown on the parent FC document
 - b. Nested "secondary" trips are not part of the ETDY detail and do not require a SAP manual adjustment

SAP Manual Adjustment Process

The following procedure outlines the steps required for reducing the commitments of the parent document by the amount of the nested trip to home. This process assumes the parent authorization document includes the estimated cost of trips to home during the period of the ETDY detail.

1. Display FedTraveler.com expense report for nested trip to home
 - a. Record "Authorization Number:" - this is the FC number
2. Display FedTraveler.com travel authorization for parent document
 - a. Record "Authorization Number:" - this is the FC number
3. Execute SAP "FMZ2" Funds Commitment - nested trip to home
 - a. Enter FC number of nested trip
 - i. Print a hardcopy for reference
 - ii. Note the amount in the "Grand Total" field
4. Execute SAP "FMZ2" Funds Commitment - parent
 - a. Enter FC number of parent document
 - i. Print a hardcopy for reference
 - ii. Note the amount in the "Grand Total" field
5. Edit parent's FC document
 - a. Calculate the new value of commitment
 - i. Original "Grand Total" amount - total amount of nested trip
 - b. Select line item with sufficient "Overall Amount"
 - c. Enter edit mode
 - d. Update "Overall Amount" field with new value
 - e. Save

6. Update "Document Header Long Text" with comments
 - a. Open "Document Header Long Text" icon or (F5)
 - b. Note an explanation for the new commitment total

Example - "Manual adjustment to decrease commitments of ETDY parent document by amount of a 2-12-10 nested trip to home. TA # 22A0000XXXXXX0003088, FC# 400554272, for \$415.07"

Screen Prints for this process:

1. Display FedTraveler.com expense report for nested trip to home (this example is transportation via POV)

Expense Report Summary

Choose an Action:

Document Number: NASA22A0000XXXXXX0003088
Invoice Number: 1900041927--\$0
Authorization Number: 400554272

Traveler: LORI A MANTHEY
 GLENN RESEARCH CENTER AT LEWIS FIELD
 lori.a.manthey@nasa.gov (Email)
 216.433.9658 (Duty Phone)

Alternate Preparer: DENISE A KELLY
 GLENN RESEARCH CENTER AT LEWIS FIELD
 denise.a.kelly@nasa.gov (Email)
 216-433-3372 (Duty Phone)

Expense Report Summary

Trip Start Date: 02/12/2010 Actual Meals Total: \$0.00
 Trip End Date: 02/14/2010 Actual Lodging Total: \$0.00
 Actual Total: \$0.00

Trip Purpose: MEETING
 Comments: DATE OF TRAVEL: 2/12-14. TRAVELER IS TRAVELING HOME ON A NESTED TDY. TRAVELER WILL BE DRIVING FROM NASA HEADQUARTERS TO HER HOME.

Travel Details

Date	M&IE		Lodging		Rental Car Rate	POV Mileage	Cost			Excluded Day
	Actual	Max.	Actual	Max.			Ticket	Rail	Rail #	
Friday, 02/12/2010	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$183.00/366 miles	\$0.00			
*Saturday, 02/13/2010	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No Miles				
*Sunday, 02/14/2010	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$183.00/366 miles	\$0.00			

* Denotes a non-working day

FedTraveler.com Nested trip to home

https://www.fedtraveler.com - Expense Report Summary - Microsoft Internet Explorer

Travel Details

Date	M&IE		Lodging		Rental	POV	Cost			Excluded
	Actual	Max.	Actual	Max.	Car Rate	Mileage	Ticket	Rail	Rail #	
Friday, 02/12/2010	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$183.00/366 miles	\$0.00			
*Saturday, 02/13/2010	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No Miles				
*Sunday, 02/14/2010	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$183.00/366 miles	\$0.00			

* Denotes a non-working day

Other Expenses Summary

Total Expenses Amount: \$39.04
Total Number Of Expenses: 3

Expense Details

Date	Description	Amount
02/12/2010	TOLLS	\$14.16
02/14/2010	TOLLS	\$14.16
02/11/2010	TRANSACTION FEES	\$10.72

Accounting Summary

Lines of Accounting: 2 Split Pay Amount: \$0.00
Actual Cost: \$394.32
CBA Amount: \$10.72
Financial Advance Offset: \$0.00

Accounting Details

Accounting String	Expense Category	Allocation
10_679591.01.10_CASX22010D*10FA000*2121*FC000000	Other	\$394.32
10_679591.01.10_CASX22010D*10FA000*2121*FC000000	Transaction Fee	\$10.72
	Total Allocation	\$405.04

FedTraveler.com: moving people not paper

Internet Explorer 3 Internet Explorer Inbox - Microsoft O... Tracking Log ETDY ... T:\Specialized Trav... T:\Approval Mapph... myAPPLICATIONS.... Processing Extends...

1:28 PM
Monday
3/22/2010

2. Display FedTraveler.com travel authorization for parent document

https://www.fedtraveler.com - Travel Authorization Summary - Microsoft Internet Explorer

Accounting Summary

Lines of Accounting: 4
Estimated Cost: \$56,382.45
CBA Amount: \$20.75

Accounting Details

Accounting String	Expense Category	Allocation
10_679591.01.10_CASX22010D*10FA000*2121*FC000000	Lodging	\$25,850.80
10_679591.01.10_CASX22010D*10FA000*2121*FC000000	Meals	\$8,452.55
10_679591.01.10_CASX22010D*10FA000*2121*FC000000	Other	\$22,079.10
10_679591.01.10_CASX22010D*10FA000*2121*FC000000	Transaction Fee	\$20.75
	Total Allocation	\$56,403.20

Travel Authorization Itinerary

Record Locator: Not Available First Class: No
Payment Method: Govt Centrally Billed Business Class: No

Depart	Arrive	Segment Type	Travel Mode
01/09/2010 HINCKLEY, OH USA	01/09/2010 WASHINGTON, DC USA	Include Meals & Lodging	Privately Owned Vehicle
07/10/2010 WASHINGTON, DC USA	07/10/2010 HINCKLEY, OH USA	End Trip	Privately Owned Vehicle

Ticket Information

NO TICKET INFORMATION

Hotel Information

NO HOTEL INFORMATION

Car Rental Information

FedTraveler.com: moving people not paper

start

Insurance ... Inbox - Micr ... Window ... 2 Microsof ... https://ww... Microsoft E... 2 SAP Log...

4:17 PM
Friday
3/19/2010

3. Execute SAP "FMZ2" Funds Commitment - nested trip to home

SAP

Document Edit Goto System Help

Funds commitment: Display InitScr

Document number 400554272

Line item

FMZ3 iempmsfc82 OVR

start

Internet ... Inbox - Micr... Tracking Log... T:\Specialize... T:\Approval ... myAPPLICA... Processing E... SAP Logon 640 Funds commi...

1:57 PM Monday 3/22/2010

SAP

Document Edit Goto Extras Environment System Help

Funds commitment: Display Overview scrn

Consumption

Document number 400554272 posted Document Date 02/12/2010

Document type T0 Travel Order Posting Date 02/12/2010

Company Code NASA USD Agency Currency/rate USD

Doc text MANTHEY,LORI

Currency USD

Grand total 415.07

D...	Overall amount	Text	Commitment item	Funds Center	Fund	Func	Vendor	Grant	Funde
1	394.32	22A00000003088 02/14/...2100		10	CASX220100	6181	43382		67959
2	20.75	22A00000003088 02/14/...2100		10	CASX220100	6181	149411		67959

Line items

Position Document item 1 / 2

FMZ3 iempmsfc82 OVR

start

Internet Explorer ... Inbox - Microsoft O... Tracking Log ETDY ... Windows Explorer ... myAPPLICATIONS... Processing Extende... 2 SAP Logon for ...

2:00 PM Monday 3/22/2010

The screenshot displays the SAP Funds commitment Change Overview screen. At the top, there's a menu bar with options like Document, Edit, Goto, Extras, Environment, System, and Help. Below the menu is a toolbar with various icons. The main header reads "Funds commitment: Change Overview scrn".

Below the header, there are several input fields for document information:

- Document number:** 400554272
- Document type:** T0
- Company Code:** NASA
- Currency:** USD
- Grand total:** 485.04

On the right side, there are additional fields:

- posted** (checkbox)
- Document Date:** 02/12/2010
- Posting Date:** 02/12/2010
- Currencyrate:** USD

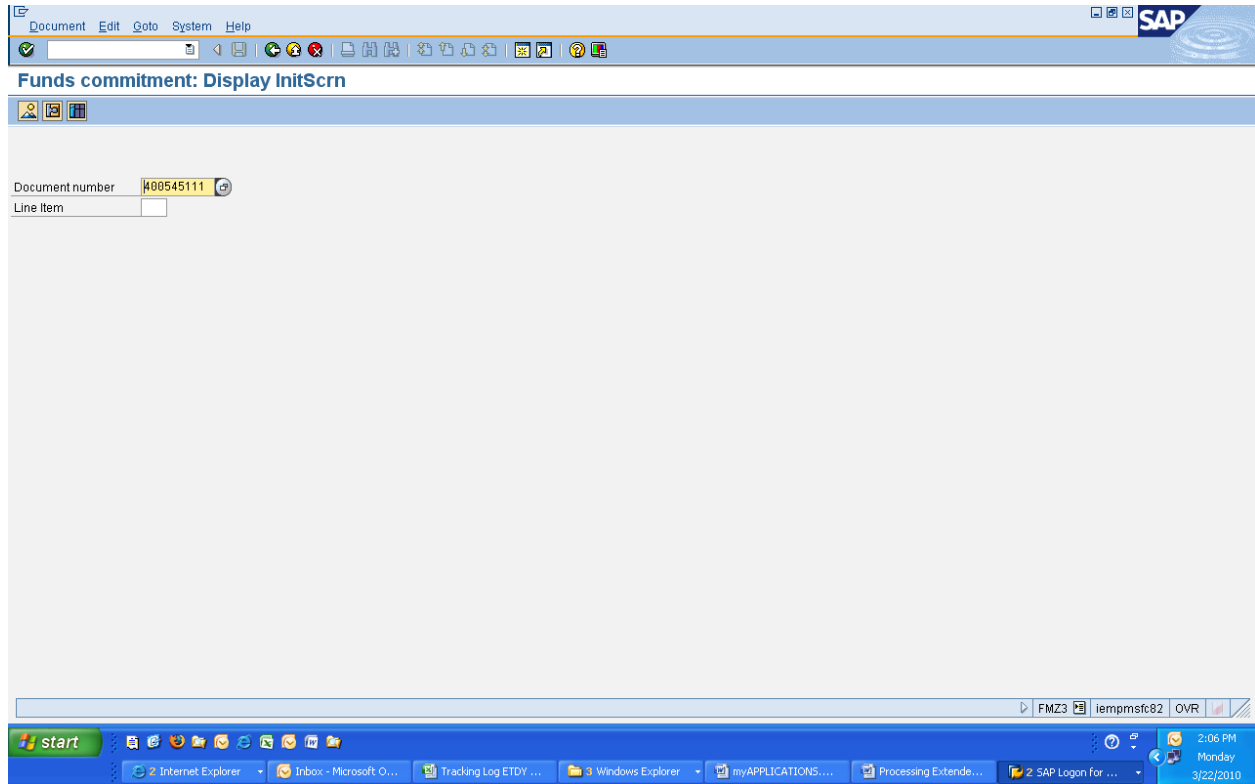
A context menu is open over the "Hard Copy" option, listing actions such as Options..., New Visual Design..., Set Color to System..., Clipboard, Generate Graphic, Create Shortcut..., Activate GUIXT, Script Recording and Playback..., Script Development Tools..., SAP GUI Scripting Help, Default Size, Hard Copy (highlighted), Quick Cut and Paste, Spell Checker, SAP GUI Help, and About....

The main area contains a table titled "Line Items":

D..	G/L Account	Overall amount	Fund	Funds Center	Cost Center	WBS E
1	6100.2121	394.32	CASX22010D	10	10FA000	67959
2	6100.2121	10.72	CASX22010D	10	10FA000	67959

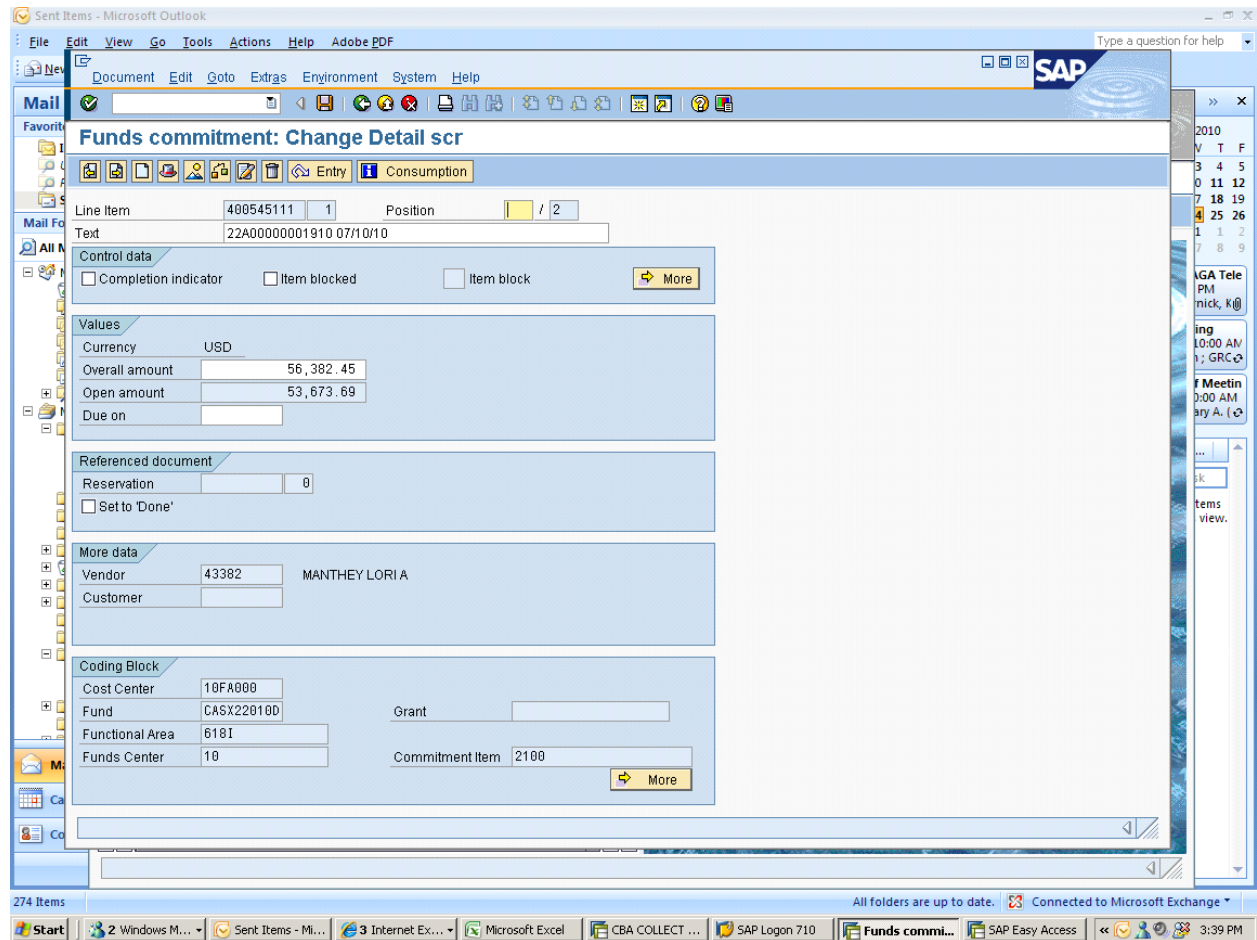
At the bottom, there are navigation controls and a status bar showing "Position" and "Document item 1 / 2".

4. Execute SAP "FMZ2" Funds Commitment - parent



5. Edit Parent's funds commitment document

Change Detail screen - before adjustment. Input new value into "Overall amount" field



The screenshot shows the SAP 'Funds commitment: Change Detail' screen. The interface includes a menu bar (File, Edit, View, Go, Tools, Actions, Help, Adobe PDF), a toolbar, and a sidebar with navigation icons. The main content area is divided into several sections:

- Line Item:** 480545111, Position: 1 / 2
- Text:** 22A00000001910 07/10/10
- Control data:** Includes checkboxes for 'Completion indicator', 'Item blocked', and 'Item block', along with a 'More' button.
- Values:** A table showing financial data:

Field	Value
Currency	USD
Overall amount	56,382.45
Open amount	53,673.69
Due on	
- Referenced document:** Includes a 'Reservation' field with value 0 and a 'Set to Done' checkbox.
- More data:** Includes 'Vendor' (43382, MANTHEY LORIA) and 'Customer' fields.
- Coding Block:** Includes 'Cost Center' (10FA000), 'Fund' (CASX220100), 'Functional Area' (6181), 'Funds Center' (10), 'Grant' field, and 'Commitment Item' (2100). A 'More' button is also present.

The task requires inputting a new value into the 'Overall amount' field.

Change Detail screen - after adjustment

Sent Items - Microsoft Outlook

File Edit View Go Tools Actions Help Adobe PDF

Type a question for help

Document Edit Goto Extras Environment System Help

Mail

Funds commitment: Change Detail scr

Line Item 480545111 1 Position 1 / 2

Text 22A00000001910 07/10/10

Control data

☐ Completion indicator ☐ Item blocked ☐ Item block [More](#)

Values

Currency USD

Overall amount 55,967.38

Open amount 53,258.62

Due on

Referenced document

Reservation 0

☐ Set to 'Done'

More data

Vendor 43382 MANTHEY LORI A

Customer

Coding Block

Cost Center 10FA000

Fund CASX220100 Grant

Functional Area 6181

Funds Center 10 Commitment item 2100 [More](#)

274 Items

All folders are up to date. Connected to Microsoft Exchange

Start 2 Windows... Sent Items -... Untitled - M... 3 Internet... Microsoft Excel CBA COLLE... SAP Logon 710 Funds com... SAP Easy Ac... 3:41 PM

March 2010

T W T F

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4:00 PM

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Meeting

M - 10:00 AM

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Staff Meetin

4 - 10:00 AM

9, Mary A. (

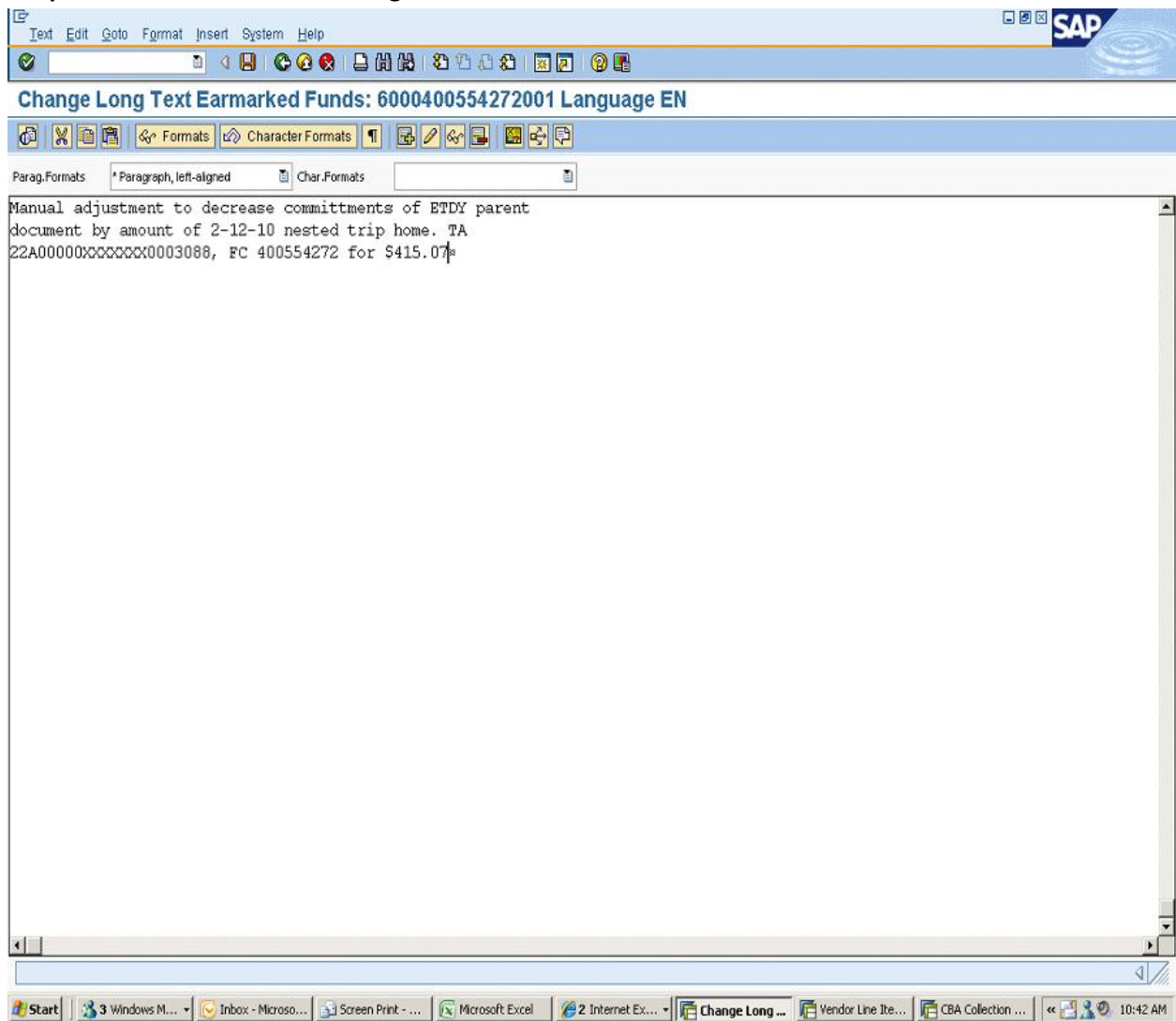
By: D...

Task

no items

this view.

6. Update "Document Header Long Text" with comments



FedTraveler.com Travel Authorization (note no change after adjustment)

https://www.fedtraveler.com - Travel Authorization Summary - Microsoft Internet Explorer

Accounting Summary

Lines of Accounting: 4
Estimated Cost: \$56,382.45
CBA Amount: \$20.75

Accounting Details

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Ticket Information

NO TICKET INFORMATION

Hotel Information

NO HOTEL INFORMATION

Car Rental Information

FedTraveler.com: moving people not paper

start

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4:14 PM
Friday
3/19/2010